

# Cancellation Notice

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. It is with regret that we must inform you of the cancellation of your reservation for the wellness retreat scheduled for [Insert Date of Retreat]. Due to [insert reason for cancellation - e.g., unforeseen circumstances, low enrollment, etc.], we are unable to host the event as planned.

We sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter. We value your interest in our wellness retreats and would like to offer you options for rescheduling or a full refund of your payment.

Please feel free to contact us at [Insert Contact Information] for assistance or to discuss your options. We hope to welcome you to a future retreat and support your wellness journey.

Thank you for your understanding.

Warm regards,

[Your Name]  
[Your Title]  
[Your Organization]  
[Contact Information]